



SELLER'S TRANSFER PACKET

January 1, 2005

Transfer Packet-Seller

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Introduction

This package contains information on the procedures that need to be followed so that the sale or purchase of your home at Wyndham Club Condominiums will proceed without delay.

Responsible Parties

Only the Buyer or Seller should fill out and sign the necessary forms contained in this package. The real estate agent, broker, attorney or secretary **should not** fill out the forms or sign unless proper documentation is included with the return of the documents stating someone other than the Buyer or Seller is authorized to sign on their behalf.

Assessments

Assessments are due and payable on the first day of each month. The Seller should pay the assessment for the month in which the closing will take place.

The Buyer should be informed of the correct monthly assessment prior to closing. If you have elected to use a coupon book to make your payments, this coupon book should be given to the new homeowner at the closing. The Buyer should delete the Seller's name, but not the address from the coupon and make the payment using this coupon book.

The Buyers should be advised that their monthly assessment should be made payable directly to the Wyndham Club in the amount of \$_____ . _____. In addition, the Seller should inform the Buyer the assessment payment should be mailed c/o Hillcrest Property Management P.O. Box 66293 Chicago, IL 60666. Payments are no longer accepted by the office at the clubhouse.

Declarations and By-Laws

If a copy of the Association's Declarations and Bylaws have not been provided to the Buyer, they should be conveyed as soon as you have a signed agreement of sale. The Buyer needs these documents to secure a loan, purchase insurance and familiarize themselves with the governing documents of the Association.

1. Declaration of Covenants, Conditions and Restrictions and Easements for Wyndham Club Condominiums
2. Bylaws Homeowners Association

Rules & Regulations

A copy of the Association's Rules & Regulations should also be given to the Buyer so they can familiarize themselves with the rules and regulations of the Association prior to moving into the community.

If the Seller has misplaced their copy of these documents to provide to the Buyer, the Seller can access this information from the Wyndham Club website www.wyndhamclub.com by clicking the "Regulations" button.

Sales Contract

The Seller should provide a copy of the signed sales contract to the front office.

Certificate of Insurance

A certificate of insurance from the Association's insurance carrier will be necessary to complete a closing. The Buyer will not be permitted to close without this document. The front office cannot order this certificate. The lending institution, the Buyer's attorney, or the Buyer must order this certificate.

Please contact State Farm Insurance via phone at 800-284-8343 or fax 217-784-8984 for a request of the certificate of Insurance for Wyndham Club, its Board of Directors and agents.

Signage/ Lock Box Restrictions

"For Sale" and "Open House" signs are permitted in the Wyndham Club Condominium Association. Please see the Rules & Regulations Chapter 3, Section 15 for more information. Per the Palatine Fire Code Ordinances, lock boxes are not permitted on the main building security doors. Please contact the front office if a realtor, resident, or other agent has questions regarding placement of a lock box when showing a Unit.

Moving Procedures

Moves may **not** begin before 8:00 AM and should conclude by 8:00 PM, Monday through Saturday. Moves are not allowed on Sundays. If moving activity needs to occur beyond these hours and days, please notify the front office when scheduling the move. Moves (in or out) are to be scheduled at least ten (10) business days in advance. Please contact the front office to schedule your move. Please review the Rules & Regulations Chapter 16 for more information.

Contact the front office for disposal of large items, including major appliances, rugs and furniture. An additional fee will be required for any unusual deposit of items. See the Rules & Regulations for more information.

Relocation Form

This form is to be signed, dated and returned to the front office. This document will help the front office communicate with the seller after their move. The information allows the front office to inform the seller if mail or packages are delivered to the old address, return the deposit portion of the Inspection Fee, etc.

Communication Documents/Contact Information

All forms and checks requested in this package must be returned to the front office in their entirety. A checklist is provided to assist you. If any form is not present nor the proper checks included, the front office may have difficulty assisting in the closing procedures.

Your cooperation and understanding of the closing process is essential to a smooth closing. Representatives of the Association will make every effort to help with the process. The front office cannot complete any of the forms for you, but will assist with any questions or concerns from the Seller/Buyer.

All information needs to be returned to the front office no later than thirty (30) days before a scheduled closing.

For those unusual circumstances when less than 30 days notice has been given to the Association, a non-refundable express processing fee of \$75.00 will be charged.

All processing fees (**except the fee for a paid assessment letter**) must be included with the paperwork and should be made payable to Wyndham Club. The mailing address is 1215 Wyndham Court Palatine, IL 60074. Paid assessment letters are generated directly from the off-site Hillcrest Property Management Office. The telephone number is: 630-627-3303 and the fax number is: 630-627-5281. Normal business hours for Hillcrest Property Management are Monday through Friday 9:00 AM to Noon and 1:00 PM to 5:00 PM.

The Wyndham Club front office hours are Monday through Friday from 9:00 AM to 5:00 PM. The office is open on the first and third Saturdays from 9:00AM to 12:00 Noon. The telephone number of the front office is: 847-991-6161 and the fax number is: 847-991-6196. The times for the open Saturdays may vary from time to time. It is recommended to phone ahead or refer to the website for verification.

The off-site Management Office will be notified when all the appropriate paperwork and fees have been completed. Only after the property management office has been notified, all closing fees, and assessments have been paid and paperwork completed, will a paid assessment letter be issued on zero balance accounts.

NOTICE OF INTENTION
TO SELL A CONDOMINIUM/TOWNHOME UNIT
IN WYNDHAM CLUB

TO: The Board of Directors
Wyndham Club Condominium Association
1215 Wyndham Court
Palatine, IL 60074

DATE: _____

FROM:

Seller(s): _____
Unit Owner(s)

Bldg/Unit Address: _____

1. Notice of Intention to Sell Unit

In accordance with the provisions of the Declaration, Bylaws, Covenants and any relevant rules and regulations established by the Board of Directors (the Board), I (We) hereby submit to the Board this Notice of Intention to Sell the above described Unit to the party or parties named in Section 2 below, and upon the terms specified in that section. The tender to and receipt by the Board of this Notice shall constitute valid notice of my (our) intention to sell the above Unit.

I (We) understand in order to insure a proper closing all other documents and fees must be obtained prior to this closing. This includes the paid assessment letter which also states the Board's option to waive their right of first refusal for purchase of this Unit.

I (We) understand that if the sale transaction described herein is not closed by the date of possession promised (see below), it is the Seller's responsibility to contact the front office regarding this matter.

2. Summary of Terms of Sale

Name of Purchaser(s): _____ & _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Date Possession is Promised: _____

I (We), the Owner(s) of Bldg/Unit# _____, affirm my (our) understanding of and in agreement with the provisions set forth in Section 1 above and certify the correctness of the information supplied in Section 2 above.

Seller Attorney/Realtor Information

Name of **Seller**: _____

Address: _____

Phone Number: _____

Name of Attorney of **Seller**: _____

Address: _____

Phone Number: _____

Fax Number: _____

Name of Realtor of **Seller**: _____

Phone Number: _____

**WYNDHAM CLUB MOVE OUT APPLICATION
CONDO/TOWNHOME BUILDING # _____**

**UNIT # _____
(Please fill in)**

This application is to be completed and mailed or delivered (address below) with a two checks, one for \$100.00 and the second for \$50.00, payable to Wyndham Club for the following:

1. \$150.00 Inspection fee, where \$100.00 is refundable after it has been verified that
 - a. All move-out rules have been followed.
 - b. No damage to common areas occurred during the move.
 - c. The moving party has cleaned the common areas.

Please note! If the post-move inspection reveals that damage has occurred during the move or that cleaning has not been completed, repair and/or cleaning charges will be deducted from the deposit before the amount to be refunded is determined. If damages exceed \$100.00, the deposit will be retained and the additional charges will be billed to the owner.

Mail or deliver checks with this completed application form to:

**Wyndham Club Condominium Association
1215 Wyndham Court
Palatine, IL 60074**

NAME: _____

CURRENT ADDRESS: _____

NEW ADDRESS: _____

REAL ESTATE AGENT: _____
(If one used)

DATE OF MOVE: _____ **TIME OF MOVE:** _____

I (We) have read the rules and regulations set by Wyndham Club Board of Directors regarding the moving procedures. I (We) understand that the deposit will be refunded after the terms and conditions stated above have been met.

Signature: _____

Date: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

DEPOSIT REC'D: _____ **AMOUNT:** _____ **CHECK #'s:** _____

(Date Paid)

REFUND PAID: _____ **AMOUNT:** _____

(Date Paid)

Check List for Closing

The items on this check list include information either to be delivered to the front office prior to closing OR provided to the Buyer at closing.

- Letter of Intent to Sell (to office)
- Copy of Sales Contract (to office)
- Move-out Application with \$150.00 and move-out date must be delivered to the front office.
- Seller's Attorney/Real Estate Agent information (to office)
- Relocation Form (to office)
- Keys to the Unit must be secured from the Seller. Neither the front office, nor the off-site management office has keys to individual Units.
- Keys to the main entry door (Condominiums only) must be secured from the Seller. The front office will be able to secure duplicate sets for a fee.
- Mailbox keys must be secured from the Seller. The front office **cannot** duplicate mailbox keys. This is a federal offense. The old lock can be replaced with a new set of keys (three keys to a set) for a \$25.00 fee.
- Electronic keys for pool and fitness room access must be secured from the Seller. The front office will be able to issue a key for the new homeowner. If the electronic keys are lost after receiving one, a new one can be issued for a \$25.00 fee.
- The assessment coupon book should be given to the Buyer at closing.
- The Wyndham Club Condominium Declarations and Bylaws and the Rules & Regulations documents should be given to the Buyer at closing.

Relocation Form

Seller's Wyndham Address: _____

Seller's New Address: _____

Seller's New Phone Number: _____

Seller's Signature

Date